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Case Service Memo: 2010-04

Subject: CRP Job Placement Fee
To: All Staff
From: Kyle Walker, Case Service Director
Date Issued: 08/01/2010
Effective Date: 08/01/2010

Purpose: The purpose of this Case Service Memo is to provide guidance in the use of cost code 343 CRP Job Placement Fee to be used on cases where the VR Counselor determines that the client could benefit from job placement provided by a Community Rehabilitation Program (CRP) due to their expertise and employer contacts, but is not appropriate for Supported Job Based Training (SJBT) or Supported Employment (SE) and will not require on going job coaching services.

Policy Clarification: VR Counselors have developed relationships with Community Rehabilitation Programs (CRP) through which clients who are not appropriate for SJBT/SE are able to obtain job placement services only. VR Counselors have used the SJBT Preplacement cost code for this limited service. This practice is inappropriate, but there has not been a more appropriate option available through case service policy.

For this reason USOR has established a \$500 initial referral fee and a flat \$1,000 placement fee that can be authorized under cost code 343 for cases where SJBT/ SE are not appropriate and there is no need for job coaching services after the placement. This service is not intended to be a replacement for the Choose To Work (CTW) Program which remains the primary referral source for job placement activities. The intent of this service is to provide VR Counselors with another tool to use when individual circumstances warrant. VR Counselors are encouraged to staff cases with their Supervisors, CTW Specialists, and the CRP Job Coach to determine the level of intervention required. If the client will require more intensive services like job coaching and follow up services, the VR Counselor should utilize SJBT/SE as appropriate. If it is determined that job placement is the only necessary intervention required, VR Counselors may authorize the \$500 initial referral fee and \$1,000 placement fee under cost code 343 on the same authorization.

Clear communication between the VR Counselor and CRP Job Coach will be important to avoid confusion and facilitate cooperative partnerships between USOR and the CRP. This flat fee for placement is only payable upon verification from the CRP that the client has obtained and engaged in employment consistent with the individual's primary employment factors and informed choice.

Approval Levels: The VR Counselor has the authority to authorize at the time of referral for a one time referral and placement fee. Any additional authorizations for placement would require justification and are at the Field Service Director level of authority.